DELIVERY ORDER MODIFICATIONS

Before You Begin

EAS can process several types of Modifications to procurement actions. They fall into three major categories, which are either unilateral of bilateral in nature:

Administrative — Unilateral, generally no-cost changes (Examples: Vendor (bidder) changes of address, changes in appropriation data, changes in Contracting Officer/Contracting Officer's Representative, etc.)

Change Orders — Unilateral changes (Examples: Direct changes)

Supplemental Agreements — Bilateral changes (Examples: Adjustments in cost, increases/decreases in scope; time extensions; Novation Agreements, etc.)

Other types of Modifications exist in addition to the above three: Options, claims, disputes, terminations, and other changes made under specific contract clauses. Each Modification type requires a variation in the procurement process. This chapter explains how to prepare a Delivery Order Modification.

> **Strong Recommendation:** *Before creating a Modification in EAS, you will find it helpful to first create your description (SF 30, Block 14) in Microsoft Word. When you are satisfied with your description, save it to the designated EAS network drive (NOT your C:\ or D:\ drive) and directory. Give it a unique file name of eight characters or less. Be sure to change the "Save As" type to "Rich Text Format (*.rtf)." Click the "Save" button to save your work.*

Microsoft Word Save As Screen
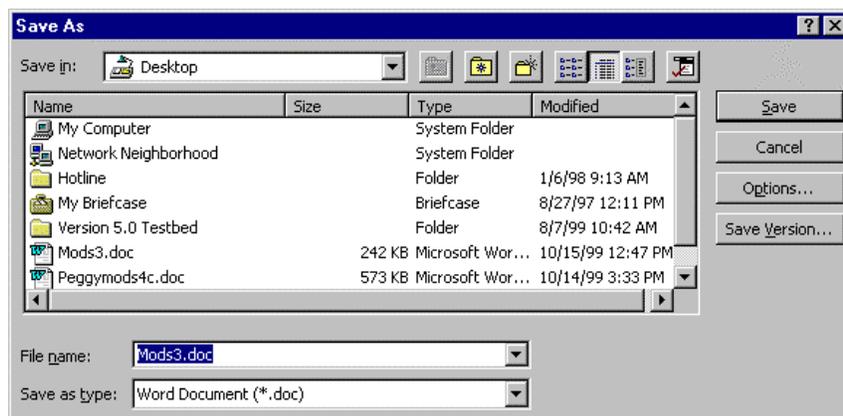
Note: *Regions using Windows NT 3.51 need to use another process for creating a description. The 16-bit file management dialogue box that appears during the "Save" process will have to be altered at the regional level.*

Close Microsoft Word. If prompted, click *"Yes"* to save your changes. If necessary, confirm the file type by clicking "Rich Text Format." You are now ready to begin working in EAS.

PREPARING A DELIVERY ORDER MODIFICATION

Prerequisites: (1) A valid delivery order award must exist in EAS, and (2) a Purchase Request (submitted requisition) upon which the change order will be based must already exist on your contracting/purchasing worksheet.

You will follow this procedure if you wish to create a Delivery Order Modification (i.e., add hours of service, extend the duration of an order, expand the scope of an order, etc.).

At the EAS desktop, select *"Desktop", "Worksheets",* and *"Contracting"* menu option.

Comprizon.Buy Desktop
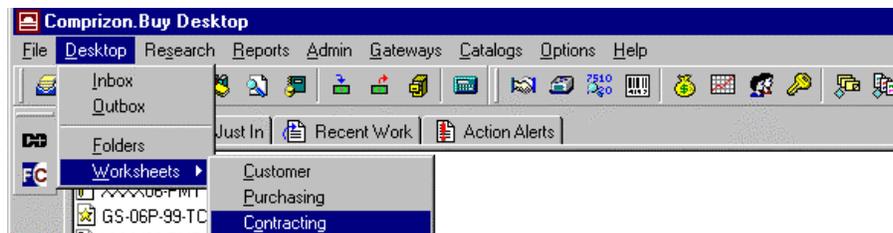
Or, from the Comprizon.Buy Desktop menu option, click the *"Worksheet"* icon, then select *"Contracting"*.

The *Contracting Worksheet* will appear.

Contracting Worksheet

At the *Contracting Worksheet*, click on the box by "Award PIIN". Locate and highlight the delivery order to be modified and then click on the *"Open"* button. OR select the Award from the Comprizon.Buy Desktop and double-click on the award number. The *Award Summary Screen* will appear.

Award Summary Screen

At the Award Summary Screen, click the "Modifications" hyperlink to display the *Modification Management Browser.*

Or, click on the *"Options"* pull-down menu and then click on *"Modifications"* when the drop-down box appears.

The *Modification Management Browser* will display.

Modification Management Worksheet

Click on the *"New"* button. The *Modification Dialogue Box* will appear.

Modification Dialogue Box

Use the Down Arrow to select new Purchase Request, or leave as *"None"* within the Purchase Request field.

Then, assign the desired Modification number in the format prescribed by the *GSAR*, as follows:

1st digit:	Always "P"
2nd digit:	"C" for Change Order or "S" for Supplemental Agreement
3rd and 4th digits:	Next available two-digit sequential number (Be sure to use numeric zero on 3rd and 4th digits.)

Typical Modification numbers are PC01, PS02, etc.

To save your Modification number, press the <F2> key, and click *"Yes"* to acknowledge its issuance.

Click *"OK"*. The *Award Modification Tab Control Screen* will appear, with the *SF 30 Admin Screen* defaulting.

Award Modification Tab Control Screen

SF 30 Admin Screen

Note: *Whatever is entered on this screen reflects what appears in the upper blocks of the printed SF30. The system suggests "default" information from the original delivery order; however, EAS does allow you to change it. This information may be changed only until the Modification has been "validated" in the system. After this point, it can NOT be changed.*

Enter data as indicated below, remembering to <TAB> from field to field so that the information will be entered into EAS.

Cont. ID.	Contract Identification Number. Leave blank
Project no.	Leave blank, or enter as applicable.
Mod Effective Date:	Enter the effective date of the Modification. This date will appear in Block 3 of the *SF 30*.
Issue:	Enter correspondence symbol of the issuing office.
Admin by:	Correspondence symbol of the Administrative Office. Change, as appropriate.
Gov't POC:	Enter the three-letter EAS ID of the Contract Specialist assigned to the Modification.

When you have finished, click on the "Description" tab at top of the screen, and the *Description Screen* will come forward.

Description Screen
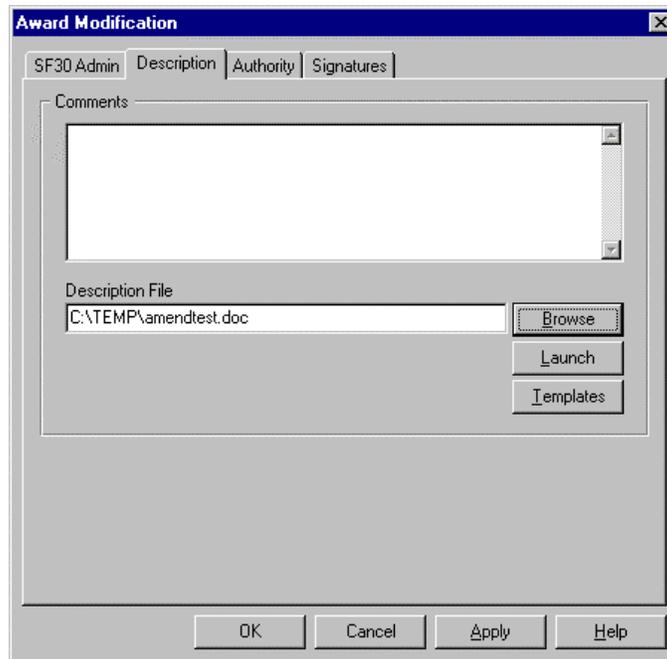
Enter data as indicated below, remembering to <TAB> from field to field so that the information will be entered into EAS.

Comments	Enter Notes or Comments to the offeror/contractor. It cannot exceed 2300 characters of text, and will print to the modification description in block 14.
Description File	Entering a filename that points to an external file that will print in block 14.

Click the *"Launch"* button to open the file in MS Word. Verify that you have chosen the correct description file.

Note: *This is what will be printed in Block 14 of the SF 30.*

When you have finished, click on the "Authority" tab at top of the screen, and the *Authority Screen* will come forward.

Authority Screen

Enter data as indicated below, remembering to <TAB> from field to field so that the information will be entered into EAS.

Accounting and Appropriation:	Change if necessary. See the "Note" below.
BOC:	Leave blank.
Type of Modification:	Click either the "Change Order" or "Supplemental Agreement" radio button.
Specify Authority:	Leave blank.

Note: *When not using a Purchase Request the accounting information pulls from the base Award record. You may change it as needed. However, remember that the information entered on the Award Modification screens only affect the SF 30 for the CURRENT Modification. To make a permanent change to the base contract accounting information, you must also change the accounting information on the "Funding" Screen of the Award Administration Tab Control Screen.*

Note: When a Purchase Request is used, the Accounting Code from the Funding Tab Screen *will appear.*

When you have finished, click the *"Browse"* button. Choose the EAS network drive and directory where you have saved the description file created at the beginning of these instructions. Select the file, and click *"OK".*

Note: *The purpose of the "Description File" field is to create an association between the Modification recorded in EAS and its description as saved to the designated network drive.*

When you have finished, click on the "Signatures" tab at top of the screen, and the *Signatures Screen* will come forward.

Signatures Screen

Enter information on this screen as follows:

Contracting Officer:	Enter the three-letter ID of the Contracting Officer who is the POC for the Modification.
Date Signed:	Date in which the Modification was signed by the Contracting Officer.
Contractor:	The Contractor name and number default from the base contract. Do not change.

No further additions or changes are required on this panel.

You have now completed all three panels of the *Award Modification Tab Control Screen*. Click *"OK"* to save your work and continue.

EAS returns you to the Modification Summary Screen. Select "File" then "Close" to display the *Modification Management Browser*.

Modification Management Worksheet

Note that your Modification now appears with "Draft" status and that there is a new next available "draft" Modification number (i.e., "PC01"). Locate and highlight the newly created draft Modification. From the menu, choose *"File", "Open"* and *Modification Summary Screen* will appear.

Modification Summary Screen
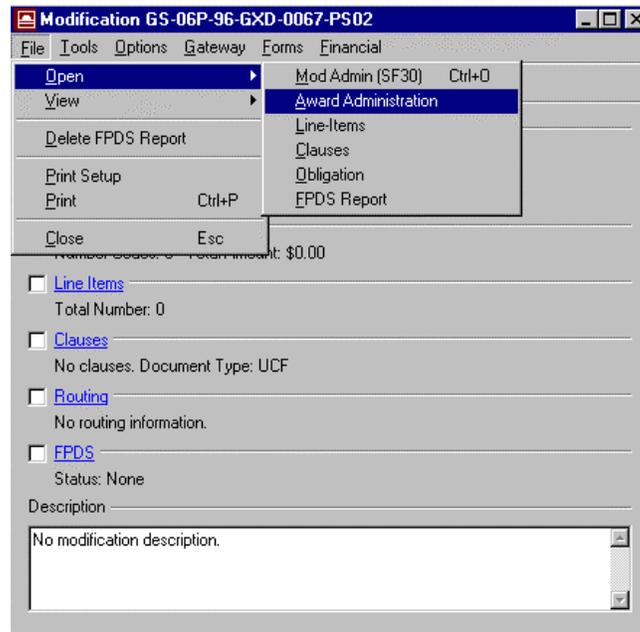
Note: *Data on these panels pulls forward from the base Contract Award. Any changes you make here permanently change the base contract record when the Modification is validated (awarded in the system). If something is different only for the purposes of the current Modification, make the changes ONLY on the "Award Modification" screens as explained above.*

Note: *When modifying a contract converted from FAME for the first time, many fields in the Award Admin screens will be blank. Try to fill them in as accurately as possible with information from your contract folder. In this way, the information will become a permanent part of the base contract record. It will save you work on future Modifications.*

Award Modification Administration

## Award Admin Tab Control Screen

Admin Screen

Input the data as follows, pressing the <TAB> key to move from field to field. In this way, the data is entered into EAS.

Award Date:	This is the Award date of the base contract. In most cases, this should NOT be changed!
Award Form:	No need to change. May be blank.
Expires on:	This is the completion date of construction or the LAST day of the current period for services. If the purpose of the Modification is to change the contract completion date, enter the new proposed completion date resulting from the Modification.
Signed On:	Do not change.
Currency:	Do not change.
Vendor:	Do not change. See "Note" below.
COR/COTR:	Change if needed.
Contracting Officer:	Change if needed.

> **Note:** *Even if the purpose of your delivery order Modification is to change the vendor mailing or payment address, no changes to this field are necessary. Changes to these addresses must be made in the master bidders' list, which is accessed from the main desktop. If necessary, contact your procurement technician or System Administrator for assistance.*

When you have finished entering data into this screen, click the "Properties" tab at the top of the box. The *Properties Screen* will come forward.

Properties Screen

The "Delivery Date" is the completion date for construction or the LAST day of the current period for services. If the purpose of the Modification is to change the contract completion date, enter the new proposed completion date in this field. No further changes to this panel are necessary.

Click on the "Addresses" tab at the top of your screen. The *Addresses Screen* will come forward.

Addresses Screen

Enter data as specified below, using the <TAB> key to move between fields.

Issued By:	Correspondence symbol of the office that issued contract. Do not change.
Deliver To:	Building number/site where construction/services are to take place. Change, if necessary.
Payment Made By:	Paying office, usually 7BC or Contract Administration office. Change, if necessary.
Admin By:	Change, if needed. See "Note" below.
Place of Inspection:	No need to change. May be blank.
Place of Acceptance (receiving office):	No need to change. May be blank.

Note: *Change to a new correspondence symbol IF the contract is permanently transferred from one office to another. If the administering organization is relocated (new building or room number), the address connected with its correspondence symbol should be changed in the master address file, (accessible from the main EAS desktop). If necessary, contact your procurement technician or Regional Administrator for assistance.*

After you have finished entering the data, click the "Funding" tab at the top of the box. The *Funding Screen* will come forward.

Funding Screen

Enter data as specified below, using the <TAB> key to move between fields.

Accounting and Appropriation Data:	EAS displays accounting information from the original delivery order. If the purpose of this Mod is to effect a permanent change to the accounting classification on the original order, you MUST change it here. Otherwise, leave this field alone. If there are multiple MDLs (lines of accounting data), only one may be recorded here for future use. Others will be recorded on the Line Item screens (see below).
BOC:	Leave blank.
"Subject to Availability" Box:	Clear the box by clicking it if it contains an "X" or check mark.
"Subject to Fast Payment Procedures" Box	Place an "X" in the block if your contract is subject to this act.
"Subject to Prompt Payment Act" Box:	Place an "X" in the block if your contract is subject to this act.
Invoice To:	Enter the correspondence symbol where invoices should be sent (either 7BC or the administering office).
Invoice Copies:	Change, if necessary.

You have now completed all applicable areas of the *Award Administration Tab Control Screen.* Click *"OK"* to save your work and continue. EAS will return you to the *Modification Summary Screen.*

Line Item Management

From the Modification Summary Screen click the "Line Items" hyperlink to display the Modification Line Item Management Browser.

Note: *If a Purchase Request containing Line Items was used for the Modification, those Line Items will appear here.*

Modification Line Item Management Browser
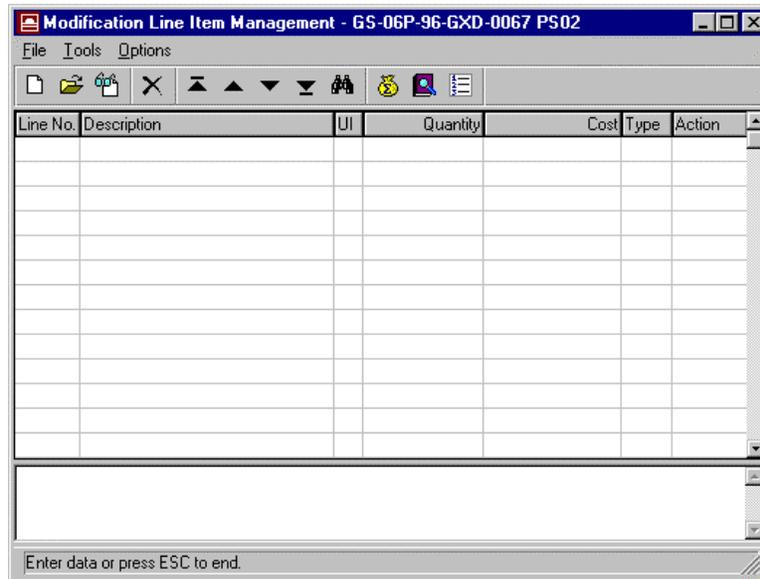
From the menu, choose *"File," "Open,"* and *"Line Items."*

Modification Summary Screen
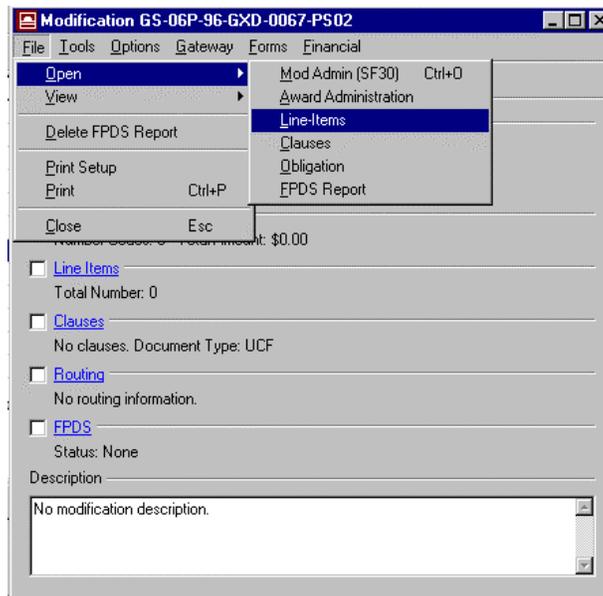
The Modification Line Item Management Browser will appear.

All Line Items that existed on the original Purchase Request appear on this worksheet. They will be permanently ADDED to the base contract schedule when the Modification is validated (Awarded) in the system.

Modification Line Item Management Browser

You may open Line Item(s) and make any desired changes. Typically, however, no changes to them should be necessary at this time.

Note: *A Line Item number is automatically changed to the next available one. This is not a cause for concern. DO NOT RENUMBER.*

From the Menu, choose *"File"* and *"Close"* to continue. The *Modification Obligation Screen* will appear.

Modification Obligation

Modification Obligation Tab Control Screen (before update)

Obligation Screen

Note: EAS will automatically calculate the Obligation Amount. If you would prefer to fill in the amount, remove the check in the box at the top; the Modification Obligation Amount field will open.

Review and change, if necessary, the values on the *Obligation Screen* as follows:

Modification Amount:	Sum of all "basic" (i.e., non-optional or NSP) Line Items on the current Modification
New Award Amount:	Sum of all "basic" Line Items on the original contract, any Modifications validated previously, as well as the current Modification
Obligation Amount:	Sum of all "basic" (i.e., non-optional or NSP) Line Items on the current Modification (same as "Modification Amount")
Obligated Amount:	To obligate the total amount of the Modification, click "OK."
Contract Officer:	Enter the three-letter EAS ID of the contracting officer. **This name will appear in Block 16A of the SF 30.**

Click *"OK"* to save your work and continue. EAS returns you to the *Modification Summary Screen.* Click the "*Close"* button within the upper right corner of the screen to display the *Modification Management Browser.*

Modification Management Browser

The amount of your Modification now appears in the "Amount" column of the *Worksheet*. Make sure that the amount showing in this column is the correct amount of your Modification. If it is incorrect, choose *"File", "Open",* and *"Line Items",* and make any necessary changes in accordance with the above procedures.

PREPARING AN SF 279 FOR A DELIVERY ORDER MODIFICATION

From the *Modification Management Summary Screen*, click on the blue hypertext *"FPDS"* link. The *SF 279* screen will appear.

Most blocks on modification *SF 279* will be completed with data from the base award. However, the following areas demand special consideration:

Block 6 (Action Date):	Defaults to signed-on date. Enter the estimated date the modification will be awarded.
Block 9 (Kind of contract action):	Defaults to "H" for most types of modifications. For modifications to Federal Supply Schedule orders, change to "G".
Block 10 (Dollars Obligated or Deobligated):	Should be the dollars obligated or deobligated on the CURRENT MODIFICATION, rounded to the nearest thousand. Example: If you are obligating $22,500.00, block 10 should read "00000023".
Block 35 Estimated Completion date:	Revised completion date inclusive of the current modification.

It is good practice to have the *SF 279* for the base contract handy when you are completing these screens. EAS automatically fills in any numbers that are "skipped." Be sure to <TAB> between screens so that your numbers will be entered into the system.

SF 279 Tab Control Screen

Screen 1–8

Screen Number	Description	Contents
1	Reporting Aency Code	EAS defaults to 4740, the FPDS (Federal Procurement Data System) agency GSA/PBS identifier. (The code is actually 4740.4740).
2	Contract Number	EAS defaults to the number assigned at Award.
3	Modification Number	EAS defaults to the Modification number issued against the contract (if any).
4	Contracting Office Order Number	EAS defaults to the delivery order number issued against the contract.
5	Contracting Office Code	EAS supplies a default code. Enter the appropraite Contracting Office Code if it is different from the default. This number uniquely identifies the purchasing or contracting office.
6	Action Date	Enter the estimated date that the Modification will be Awarded. EAS pulls this date forward from the Award Screen.
7	Type of Data Entry	This field indicates the type of SF279 being reported. EAS defaults to "A" for original (an action not previously reported to the FPDS). However, if this is not an original 279, change to the correct code. Your other choices include:

Screen Number	Description	Contents
		B – Deleting (for deleting a previously reported action to the FPDS) C – Correctly (for correcting a previously reported action)
8	Report Period	EAS defaults to the year and quarter the report was submitted, usually the current fiscal year and quarter. Do not change.

When you have finished entering the data on this screen, click on the next tab at the top of the box to view *Screen 9–16*.

Screen 9–16

Delivery Order Modifications
Working Draft

Field Number	Description	Contents
9	Kind of Contract Action	Enter the appropriate code from the following choices (usually H): D — Small Purchase Procedure. Use when an action is a small purchase procedure pursuant to FAR Part 13. Modifications to small purchases shall be reported as H. F — Order under Basic Ordering Agreement (BOA). Use when an action is an order under a BOA. G — Order/Modification under Federal Schedule. Use when action is an Order, Modification to an order, or Termination of an order under a Federal Schedule contract. H — Modification. Use when the action is a modification to an existing Letter Contract, Definitive Contract, or Order (except for a modification to an order under a Federal Schedule contract, which shall be reported under G). K — Termination for Convenience. Use when an action is a modification to Termination for Convenience (except when an action IS a modification). L — Order Under Multiple Award Contract. Use when an action is a delivery order against a multiple award contract.
10	Dollars Obligated (or Deobligated)	CAUTION: EAS may erroneously display the total Contract obligated amount instead of the modification "Obligated Amount." Enter the total modification "Obligated Amount" in 1,000s of dollars, rounded to the nearest thousand. (For example, if the modification decreased the contract price by $35,850.00, enter 00000036.) Note that even though the mod was a deobligation, only POSITIVE numbers may be entered in Block 10 of the SF 279. Indicate a deobligation by choosing "B. Deobligated" in block 11 below. ($0.00 for Admin mods)
11	Type of Obligation	EAS defaults to A for "Obligated" (action obligates dollars). The only other choice is B for "Deobligated." Change to B if the action deobligates dollars.

Field Number	Description	Contents
12	Principal Product or Service	See corresponding blocks on the SF 279 for the base contract, or enter the four-digit code from the FPDS Product and Services Code Manual. DO NOT LEAVE BLANK.
13	SIC Code	Enter the Standard Industrial Classification (SIC) Code that applies to the type of work being performed. (See corresponding blocks on the SF 279 for the base contract.) DO NOT LEAVE BLANK.
14	Commercial Item Acquisition	Your choices are Y for "Yes" or N for "No." Defaults from the base award.
15	Contractor Name	EAS defaults to the previously entered name.
16	DUNS Number	EAS pulls the Dun & Bradstreet (DUNS) number from the contractor vendor file (master bidders' list). DO NOT LEAVE BLANK.

When you have finished entering the data on this screen, click on the next tab at the top of the box to view *Screen 17–23*.

Screen 17–23

Field Number	Description	Contents

Field Number	Description	Contents
17a	Principal Place of Performance	Report the FIPS code of the city, state, foreign country, or government installation where the items are produced, manufactured, mined, or grown or the service would be performed. (See Block 17 of the SF 279 for the base contract.) Do not use two-letter postal abbreviations. For construction or A/E contracts, report the construction site location. FIPS codes can be found on the Internet at http:\\web1.whs.osd.mil\PEIDHOME\FIPSquery.htm . DO NOT LEAVE BLANK.
17b	Foreign Country Code	Use, if applicable. In most cases, however, this field will be blank.
18	Foreign gov't or International Orgn.	Use, if applicable. In most cases, however, this field will be "No."
19	Tariff or regulated	Use, if applicable. In most cases, however, this field will be blank.
20	Reserved	
21	Bundling of Contract Requirements	Defaults to no, change if required.
22	Country of Manufacture	EAS defaults to U.S.
23	Synopsis of Procurement	Report based on the CBD synopsis required of FAR 5.2. Choose from: A — Synopsized prior to Award B — Not Synopsized because of Urgency C — Not Synopsized for other Reason

When you have finished entering the data on this screen, click on the next tab at the top of the box to view *Screen 24-31*.

Screen 24–31

SF279

Tabs: 1 To 8 | 9 To 16 | 17 To 23 | **24 To 31** | 32 To 33 | 34 To 41 | 42 To 49 | Reports

[x] 24. Type of Contract or Modification

[x] 25. CICA Applicability

26. Solicitation Procedures

27. Authority Other Than Full and Open Competition

28. Number of Offers Received

[x] 29. Extent Competed

30. Type of Contractor   B.Other Small Business

31. Women-Owned Business   No

[OK]   [Cancel]   [Apply]   [Help]

EAS DESKTOP USERS' GUIDE

Delivery Order Modifications
Working Draft

Field Number	Description	Contents
24	Type of Contract or Modification	Report code that represents the predominance of dollars obligated or deobligated. A — Fixed-Price Redetermination J — Fixed-Price K — Fixed-Price with Economic Price Adjustment L — Fixed-Price Incentive R — Cost-Plus Award Fee S — Cost-No Fee T — Cost-Sharing U — Cost-Plus-Fixed Fee V — Cost-Plus-Incentive Y — Time and Materials Z — Labor Hours
25	CICA Applicable	Enter the appropriate codes from the following: A. *CICA Applicable* — Use if the action resulted from a Solicitation issued on or after April 1, 1985, and Code B or C does not apply. B. *Purchase Orders/BPA Calls Using Small Purchase Procedures* — Use if the action is a purchase order or BPA calls. C. *Subject to Statute Other than CICA* — Use if specific legislation authorizes agency to use procurement procedures not covered by the CICA statute, and only if the agency notifies FPDC in advance that this code is authorized. D. *Pre-CICA* — Use if the action resulted from Solicitations issued before April 1, 1985. E. *Commercial Items Acquisition* — Use if the action resulted from Solicitations issued using *FAR, Part 12*. DO NOT LEAVE BLANK.

Field Number	Description	Contents
26	Solicitation Procedures	Choose from the following: A. Full and Open Competition — Sealed Bid B. Full and Open Competition — Competitive Proposal C. Full and Open Competition — Combination D. *Architect/Engineer* — Use if the action resulted from selection of sources for A/E contracts. E. *Basic Research* — Use if the action resulted from competitive selection of basic research proposals. F. *Multiple Award Schedule* — Use if the action is for award of a multiple award schedule or an order against a multiple award schedule. G. *Alternate Source-Reduced Cost* — Use if the action resulted from use of procedures to reduce overall costs pursuant to *FAR 6.202(a)(1)*. J. *Alternate Source-Engineer, R&D Capability* — Use if the action resulted from use of procedures for establishing or maintaining an essential engineering, research, or development capability pursuant to *FAR 6.202(a)(3)*. K. *Set Aside* — Use if the action resulted from use of procedures for set asides pursuant to *FAR 6.203*, competed 8(a) awards, and sole source 8(a) awards. L. Other Than Full and Open Competition. DO NOT LEAVE BLANK.

Field Number	Description	Contents
27	Authority Other Than Full and Open Competition	Enter one of the following ONLY when 26 is Y for "Yes." A. *Unique Source* — Use if the action was justified pursuant to *FAR 6.302-1(b)(1)*. B. *Follow-on Contract* — Use if the action was justified pursuant to *FAR 6.302-1(a)(2)(ii)*. C. *Unsolicited Research Proposal* — Use if the action was justified pursuant to *FAR 6.302-1(a)(2)(i)*. D. *Patent/Data Rights* — Use if the action was justified pursuant to *FAR 6.302-1(b)(2)*. E. *Utilities* — Use if the action was justified pursuant to *FAR 6.302-1(b)(3)*. F. *Standardization* — Use if the action was justified pursuant to *FAR 6.302-1(b)(4)*. G. *Only One Source – Other* — Use if the action was justified pursuant to *FAR 6.302-1* in a situation other than the examples cited in A through F above. H. *Urgency* — Use if the action was justified pursuant to *FAR 6.302-2* J. *Mobilization* — Use if the action was justified pursuant to *FAR 6.302-3(a)(2)(i)*. L. *International Agreement* — Use if the action was justified pursuant to *FAR 6.302-4*. M. *Authorized by Statute* — Use if the action was justified pursuant to *FAR 6.302-5(a)(2)(I)*. This includes actions under the *SBA 8(a)* Program that are sole source pursuant to *FAR 6.302.5(b)(4)*. N. *Authorized Resale* — Use if the action was justified pursuant to *FAR 6.302-5(a)(2)(ii)*. P. *National Security* — Use if the action was justified pursuant to *FAR 6.302-7* Public Interest. Q. *Public Interest* — Use if the action was justified pursuant to *FAR 6.302-7* Public Interest.
28	Number of Offers Received	Enter the appropriate code from the following choices: A. 1, B. 2–5, C. 6–10, D. 11–15, E. 16–20, F. 21–50, G. over 50. (See the corresponding block on the *SF 279* for the base contract.)

Field Number	Description	Contents
29	Extent Competed	Use one of the following when the conditions apply. (See corresponding blocks on the *SF 279* for the base contract.) A. *Competed Action* — Use when Fully and Openly Competed B. *Not Available for Competition* — Use for utilities, brand name commercial products for authorized resale, procurements authorized or required by statute, sole source 8(a), or other contract actions where the agency has determined that there is no opportunity for competition. C. *Follow-On to Competed Action* — Use when the action pertains to an acquisition placed with a particular contractor to continue or augment a specific competed program where such placement was necessitated by prior acquisition decisions. D. *Not Competed* — Use when A, B, or C do not apply.

Field Number	Description	Contents
30	Type of Contractor	Enter the appropriate code. (See corresponding blocks on the *SF 279* for the base contract.) DO NOT LEAVE BLANK. A. *Small Disadvantaged Business* — Use for an award to a small disadvantaged business concern as defined in *FAR 19.001*. B. *Other Small Business* — Use for an award to a small business concern as defined in *FAR 19.001* when Code A does not apply. C. *Large Business* — Use for an award to a concern that is not a small business concern or an individual. D. *JWOD Non-Profit Agency* — Use for an award to a workshop for the blind or for the other severely handicapped persons as defined in *FAR 8.701*. E. *Nonprofit Educational Organization* — Use for an award to an educational organization neither organized for profit nor owned by a state or local government. F. *Nonprofit Hospital* — Use for an award to a hospital neither organized for profit nor owned by a state or local government. G. *Other Nonprofit Organization* — Use for an award to any other organization that is neither organized for profit nor owned by a state or local government, including research organizations. H. *State/Local Government – Educational* — Use for an award to a state-owned or locally-owned educational organization J. *State/Local Government –* Hospital — Use for an award to a state-owned or locally-owned hospital K. *Other State/Local Government* — Use for an award to any other organization that is part of a state or local government, including state or local research organizations L. *Foreign Contractor* — Use for an award to a source outside the U.S. and its outlying areas or if the award is to a foreign government (or any agency or instrumentality thereof). M. *Domestic Contractor Performing Outside U.S.* — Use for an award to a source inside the U.S. and its outlying areas, but where the principal place of performance will be outside the U.S. and its outlying areas. N. *Historically Black College/University or Minority Institution (HBCU/MI)* — Use for an award to a source identified as an institution determined by the Secretary of Education to meet the requirements of *34 CFR 608.2.* "Minority Institution" means an institution of higher education meeting the requirements of Section 1046(3) of the *Higher Education Act of 1965*.
31	Woman-Owned Business	Enter the appropriate code. Choose Y for "Yes" or N for "No."

When you have finished entering the data on this screen, click on the next tab at the top of the box to view *Screen 32-33*.

Screen 32-33

Field Number	Description	Contents
32	HUBZONE Small Business Concern	
33a	HUBZone Program	
33b	Small Disadvantages Business Programs	
33c	Other Preference Programs	Enter the appropriate code for the program for which the Solicitation was set-aside. (See corresponding blocks on the *SF 279* for the base contract.) DO NOT LEAVE BLANK. A. Directed to a JWOD Nonprofit Agency B. 8(a) Contract Award C. Reserved D. Small Business Set-Aside E. Reserved F. Reserved G. Buy Indian/Self Determination H. No Reference Program or Not Listed J. Small Disadvantaged Business Set-Aside
33d	HUBZone Price Evaluation Preference Price Difference	
33e	SDB Price Evaluation Adjustment Percent Difference	

When you have finished entering the data on this screen, click on the next tab at the top of the box to view *Screen 34-41*.

Screen 34-41

Screen Number	Description	Contents
34	Subcontracting Plan	Enter the appropriate code. (See the corresponding block on the SF 279 for the base contract.) A. Required — Use if the contract contains a subcontracting plan. B. Not Required — Use if the contract does not contain a subcontracting plan.
35	Subject to Labor Statutes	Enter the appropriate code. (See the corresponding block on the SF 279 for the base contract.) A. Subject to Walsh-Healey Act C. Service Contract Act D. Davis-Bacon Act E. Not Subject to Walsh-Healey, Davis-Bacon, or Service Contract Acts
36	Estimated Contract Completion Date	EAS displays the expiration date from the "Admin Screen" of the Award Administration Tab Control Box. Enter the current contract completion date. Note: If the purpose of the modification is to extend the contract completion date, enter the new date here.

Screen Number	Description	Contents
37	Contractor's TIN	Pulled from the bidder record in the master bidders' list.
38	Common Parent's Name	Data displays from the Vendor file if a common parent is applicable.
39	Common Parent's TIN	Data displays from the Vendor file if Item 37 is applicable.
40	Reserved for FPDS	Not applicable
41	Reserved for FPDS	Not applicable

When you have finished entering the data on this screen, click on the next tab at the top of the box to view *Screen 42–49*.

Screen 42-49

Delivery Order Modifications
Working Draft

Screen Number	Description	Contents
42	Demonstration Test Program	Does not apply to contract actions under the Federal Schedule Program. Choose "Yes" or "No." (See the corresponding block on the SF 279 for the base contract.) Y (Yes) — Use for any contract action awarded to U.S. business concerns as a result of a Solicitation issued on or after 1/1/89 under the Demonstration Test Program for the designated industry groups or the targeted industry categories. N (No) — Use when the above does not apply.
43	Emerging Small Business	Enter a code only if Item 42 is "Yes" or if the contractor represents that it is an emerging small business. Otherwise, leave blank. (See the corresponding block on the SF 279 for the base contract.)
44	Emerging Small Business Reserved Award	Enter a code only if Item 43 is "Yes" or if contract actions (including modifications) resulted from an award reserved for emerging small business concerns. Otherwise, leave blank. (See the corresponding block on the SF 279 for the base contract.)
45	Size of Small Business	Enter a code if the award is to a small business concern or Item 42 is "Yes."
46	Reserved for FPDS	Not applicable
47	Optional Reported Data Elements	Not applicable
48	For Agency Internal Use	Not applicable
49	Contracting Officer	Enter the three-letter EAS ID of the contracting official who will sign the SF 279. (EAS defaults to previously entered information.)
	Submitted	Enter the estimated date the modification is being submitted.

Screen Reports
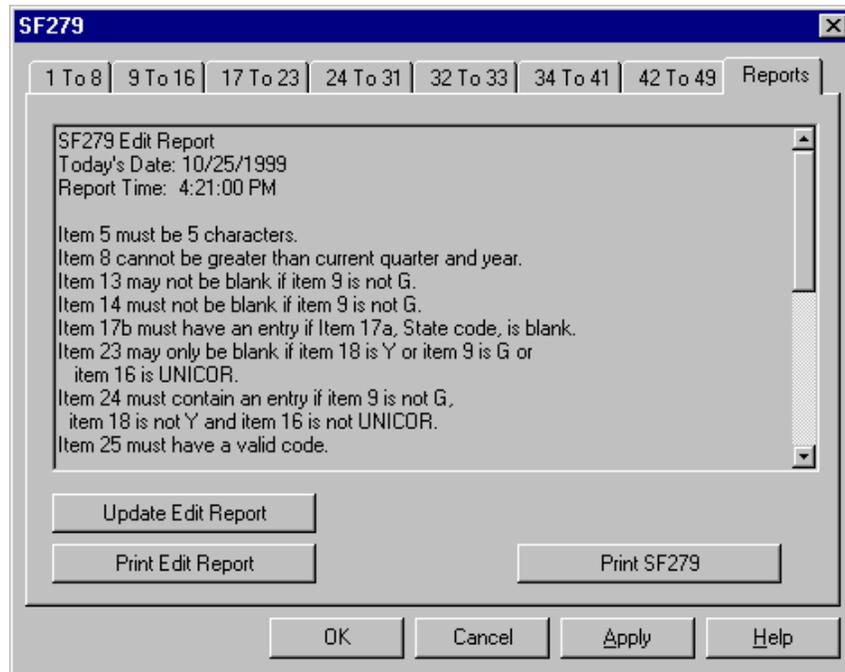
When you have finished entering the data for all of the relevant *SF 279* fields, click the "Reports" tab and then the *"Update Edit Report"* button. If you find errors, click on the appropriate tabs and make corrections. Review the above instructions carefully, and ask your System Administrator for assistance if you have a question about any of the entries.

PRINTING THE SF 279

Click the button marked "Print *SF 279,"* and EAS displays a preview of the printed *SF 279*. If everything appears as it should on the screen, click the *"Print"* button, and, if desired, adjust the number of copies. Click *"OK."* The form will print to your Windows printer. Acknowledge any system messages by clicking "OK." After your form has successfully printed, click the "Close" button at the top of your screen, and EAS will return you to the *SF 279 Tab Control Screen*. Review your printed documents carefully!!! Click the *"OK"* button to save your work, and EAS will then return you to the *Modification Management Worksheet*. Note that the newly issued Modification is highlighted.

Printing the Delivery Order Modification (SF 30)

> **Note:** *ALL delivery order Modifications should be printed on SF 30, NOT GSA 300. The Line Item schedule will appear attached as page 2 and should be sufficiently clear for the contractor.*

From the menu, choose *"File," "Print,"* and *"Modification."* A printer setup screen may appear. If the Modification has more than one line of accounting, click in the box marked "Accounting Codes" and then on the "OK" button. The *SF 30* will be displayed. Click the *"Print"* button at the top of the screen. Adjust the number of copies, if desired, and then click "OK." The *SF 30* will be sent to your Windows printer. Acknowledge any messages by clicking *"OK."* When your Modification has successfully printed, click the *"Close"* button at the top of your screen. EAS will return you to the *Modification Management Worksheet.*

Correcting the SF 30

Review your printed *SF 30* carefully!!! If you need to make corrections, from the *Modification Management Worksheet*, click on your newly issued Modification. (Note: It will be highlighted.) From the menu, choose *"File"* and *"Open."* Five choices will be displayed, including these two:

Mod *SF 30* — To change data in blocks 1–10, 12, 13, or 16 of the *SF 30*, click on this option. Carefully review the detailed instructions for completing this section as outlined above.

Award Admin — To make or correct proposed permanent changes to the original delivery order, click on this option. Carefully review the detailed instructions for completing this section as outlined above.

Correcting the SF 279

To correct *SF 279* data, choose *"File," "Open,"* and *"Obligation."* Click *"OK"* at the *Modification Obligation Screen,* and the *SF 279 Tab Control Screen,* which contains the screen panels, will appear. OR click on the "FPDS" hyperlink. Carefully review the detailed instructions for completing this section as they were outlined earlier.

When you have finished making corrections, click the *"OK"* button to save your work. EAS will return you to the *Modification Management Worksheet.*

Follow the instructions for printing your Modification, and print your corrected version. Make sure the printed documents are correct.

Validating the Modification

After the Contracting Officer has signed your Modification, you should proceed to validate it. First, however, a note of caution:

Note: *Once the Modification has been validated, it can no longer be corrected or "undone" by you or the System Administrator. Please check your screens and printed documents carefully for accuracy BEFORE validating your Modification.*

From the *Modification Management Worksheet*, click the Modification that you wish to validate. (Note: It will be highlighted.)

Validation Process Warning Screen
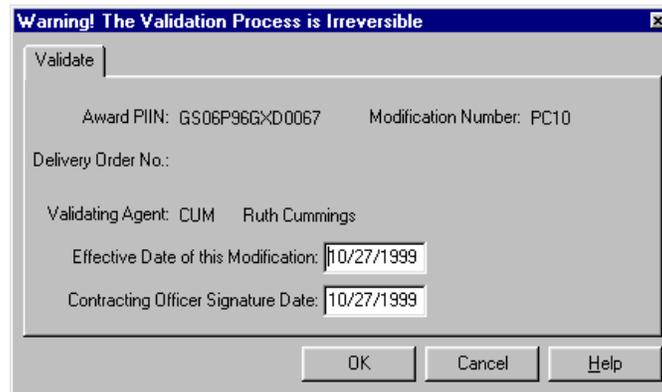
Click *"OK"* to acknowledge the message. The *Modification Obligation Screen* will appear. Click *"OK"* to validate and then click it again at the *SF 279* Screen. EAS will return you to the *Modification Management Worksheet*.

Modification Management Worksheet

Note that the status of the Modification now reads "Validated." Also, any changes that you made in the Award Admin area have been written back to the original delivery order.

Marking SF 279 Data for Export

From the Modification Summary Screen, choose "Gateways" and "Mark FPDS."

Modification Summary Screen
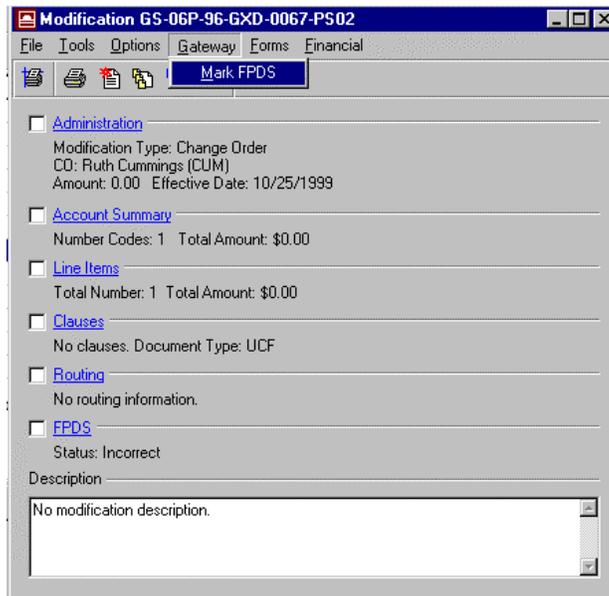
The system displays the following message: "Record has been marked for export." Click *"OK"* to acknowledge.

CONGRATULATIONS!! You have just entered a Delivery Order Modification!